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**UNITED STATES MISSION - BOGOTA  
VACANCY ANNOUNCEMENT**

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No. 104-2011

Job vacancy

December 1, 2011

**OPEN TO:** All Colombian Citizens

**POSITION:** Administrative Assistant for the Executive  
Office and the Office of Financial Management (0011857L)

**OPENING DATE:** Thursday, December 1, 2011

**CLOSING DATE:** Thursday, December 15, 2011

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC – 7 Col. Ps. \$31,594,550.00 – Col. Ps. \$52,131,002.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante". The form may be requested via e-mail at: BogotaHR@usaid.gov

**SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

## **PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Administrative Assistant for the Executive Office and the Office of Financial Management – EXO/OFM.

## **BASIC FUNCTION OF POSITION**

As the EXO/OFM Administrative Assistant, the incumbent will provide bilingual (English-Spanish) secretarial support to the Executive Office and Office of Financial Management staff members. He/She is responsible for managing all documentation for the two Offices, including e-mail, internal memorandums and letter head stationery in both English and Spanish. The incumbent is also responsible for distributing within the Mission signed documents by the Executive Officer or Controller; attaching the necessary background information, either from the files or from staff members concerned, for either Office Director's signature and preparing draft replies from verbal or written instructions; and providing supervisors with comprehensive materials for action and resolution of last minute requests. In the absence of the supervisors, he/she refers important correspondence to the Acting Officers. The incumbent is responsible for keeping both offices' calendars and for maintaining the smooth and timely flow of information within the Mission. He/She is responsible for maintaining harmonious work relations with other staff members. The incumbent maintains files and records and serves as the files custodian for the Executive Office and Office of Financial Management.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

The primary purpose of this position is to serve as the Administrative Assistant to the Executive Office and Office of Financial Management staff members. The incumbent makes appointments and maintains the respective office calendars, leave plans, and the USAID cascade list for emergency contacts.

Preparation of administrative reports:

Country Clearance request cables for the mission, linking these to ICASS charges

- a. Prepares CAP report for POL/ECON, projecting daily, weekly, monthly and quarterly numbers for CAP
- b. Prepares the EXO and OFM Time and Attendance reports

Maintains files and records and serves as the file custodian for the Executive Office and Office of Financial Management.

Assists the staff members of EXO and OFM in the organization of conferences and events; and assists with the logistical arrangements such as hotels and conference room reservations. Handles the TARs, TAs, and Travel Vouchers for EXO and OFM staff.

Makes travel arrangements and provides support for TDYers, USDHs, and USPSCs assigned to Bogota, and prepares Welcome Kits and pre-arrival information for staff arriving at post. Prepares notification memos for HR and RSO for all new arrivals. 20%

Liaises with RSO for security passes, airport passes, emergency contact list for the Mission, and in-country travel request coordination.

Updates USAID telephone list, prepares taxi vouchers, and provides other administrative support duties as assigned by the EXO/Deputy EXO and Controller/Deputy Controller

## **REQUIRED QUALIFICATIONS:**

Note: Candidates who do not meet these required qualifications will not be considered.

- a. Education: Completion of secondary school or an equivalent combination of secondary and technical school is required. Completion of professional secretarial studies and/or some college or university work is highly desirable.
- b. Prior Work Experience: Two to five years of experience in a clerical related field is required. Previous work experience with a U.S. Government agency is highly desired.
- c. Post Entry Training: On the job training on USAID's administrative regulations/procedures and finance related specific training.
- d. Language Proficiency: Level IV English and Spanish skills are required.
- e. Knowledge: Basic understanding of standard clerical procedures that relate to administrative and financial management documentation; a good working knowledge of office practices, procedures and general records filing procedures; operation of scanner, photocopier and fax machines as well as Microsoft Office software is required.
- f. Abilities and skills: Must possess strong analytical, communication and interpersonal skills. Demonstrated ability to establish and maintain effective relationships at all levels within the Mission personnel, counterparts, implementing partners, contractors, and high level Embassy Officers. Must have a high level of diplomacy, negotiation and persuasion skills. Must be customer service oriented. Must be able to respond sympathetically to all staff and resolve problems in a timely and positive manner. Must have strong computer and writing skills. Incumbent must possess highly developed multitasking and shifting of priorities skills.

## **POSITION ELEMENTS**

- a. Supervision Received:

The incumbent is under the shared supervision of the Executive Officer and the Office of Financial Management Deputy Controller who assigns work in terms of desired results and is available to provide technical guidance, when needed. Completed work is subject to cursory review for compliance with procedural requirements and accuracy. Incumbent carries out day-to-day functions under limited supervision.

- b. Available Guidelines: Verbal instructions, Mission Orders, and USAID ADS
- c. Exercise of Judgment: Considerable judgment is exercised to perform his/her duties.
- d. Authority to Make Commitments: Has no authority to commit USG resources.
- e. Nature, Level and Purpose of Contacts: Contact with personnel of the Mission Executive Office and Office of Financial Management, Embassy staff particularly in HRO and RSO, mid-level personnel at local utility companies and mid-level Government of Colombia officials. The incumbent provides non-technical information to colleagues at all levels within the USAID Mission.
- f. Supervision Exercised: This is a non-supervisory position.
- g. Time required to perform full range of duties: One Month

### **SELECTION CRITERIA**

30 points: Evidence of strong English/Spanish skills.

25 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills

25 points: Must possess strong analytical, communication and sound judgment is required to identify problems and make recommendations for solutions and problem solving.

20 points: Work experience demonstrated in relevant field or sector.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY THURSDAY, DECEMBER 15, 2011 NOT LATER THAN 4:00 P.M. EASTERN STANDARD TIME.**

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.